PAG – Semester Closeout Fall 2011

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| **Process Steps** | **Details** |
| **Step 1: Follow packet guidelines and deadlines** | ⮚Sure failures (blue) due in counselors’ office Tues., 12/9 at 8AM  -include both QT. grades /comments  ⮚Failures (gray) due Tues. 12/20; (green)12/21  ⮚Check dates/times of finals  ⮚Check deadline for close of Skyward & for grades to be submitted.  ⮚**Proof sheets due 12/21 by 9AM** |
| **Step 2: Determine who must take finals**  **Post list in your room to notify students on/before 12/14!**  **Take attendance each hour of final exams** | ⮚3 tardies to your class, 7 cumulative tardies, **more** than 3  absences (**field trips/funerals do not count**), 1 skip, F for either  quarter, transfer student after first 3 days of sem., or absent on  MAD  ⮚Post list in room to notify students & revise as needed, especially as  a result of Mandatory Attendance Day – Fri. 12/16  ⮚Your record is law. (Skyward absences may differ from your own  record.)  ⮚Email ([cwhitton@pekinhigh.net](mailto:cwhitton@pekinhigh.net) & counselor) attendance of those  required to take the final  -include both quarter grades  ⮚**Mon., 12/19 🡪EB 1, 2, 3** – **Tues. 12/20🡪 4, 5, 6**  ⮚Students **must stay the entire time**, even if finished early! If they  leave early, the final grade is an F. (See **no show details\***)  ⮚Students only attend the finals necessary; other times they should  be in the cafeteria or off campus |
| **Step 3: Use nine-weeks-tests as framework for**  **final exams** | ⮚Plan review activities.  -crossword puzzles, interactive games, group  review sessions, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Step 4: Figure grades**  **NO SHOW for FINALS?\*** | ⮚Check your skyward settings: 40/40/20  ⮚Only count final exam grades that help students who opted to take  the exam.  ⮚Double check both quarter grades for rounding purposes.  **\*\*\*See additional handout\*\*\***  ⮚Grade for exam 0%, grade for semester 1%  ⮚Mark comment #16 on grade posting. |
| **Step 5: Double check grades & print proof**  **sheets** | ⮚Print 2 copies: one to submit to the principal’s office and one for  your record.  **⮚Due Tues., 12/21 by 9 A.M.** |
| **Step 6: Plan for next semester**  **Thursday, 1/5 Full day of classes**  **Early Bird begins Friday, 1/6** | ⮚Submit copies to the office for upcoming lessons.  -classroom expectations/procedures  -syllabus  -icebreaker materials  -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |